

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
September 12, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Barbeau, *Town Engineer*, C. Winkleman, *R&R Insurance*, D. Dupies, *Park and Recreation Commission Chairman*, A. Lorbach, *Park and Recreation Coordinator*, T. Sherman, *Park and Recreation Commissioner*, 9 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:05 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of August 22, 2017, Town Board Minutes
MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:

A. Report on budget sub-accounts and action to amend 2017 budget
None

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #59019 – #59069 IN THE AMOUNT OF \$321,892.17

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$32,245.86

MR. TROY/MR. COOLEY

MOTION CARRIED.

Sixth order of business: Communications (*for discussion and possible action*)

A. None

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TAKE ITEM 8B OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business

B. Recognition of Eagle Scouts

Ms. Lorbach honored Jack Karge and Alec Malone for their remarkable efforts in planting trees at North Shore Park, on Earth Day, as part of their Eagle Scout project. They also took part in renting an auger, fundraising with Johnson's Nursery for discounts on trees and followed through by watering the trees after planting. She also thanked the families for all their hard work put into this project.

Jack and Alec thanked the town for allowing them to provide this service and, especially, to Ms. Lorbach for her support.

Tammy Sherman and Dan Dupies presented Jack and Alec with an award in honor of their outstanding efforts. Chairman Krause thanked these remarkable men on behalf of the Town.

Seventh order of business: Unfinished Business

A. Employee Handbook review (tabled 8/22/17)

MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Troy stated that the employee handbook was reviewed by HR Counsel for compliance. The general consensus of the Town Board is they are comfortable with the review comments provided. A closed session will be held on September 26 to discuss whether or not the board will make policy changes to the handbook.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO TABLE UNTIL THE NEXT REGULARLY SCHEDULED MEETING. MOTION CARRIED.**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TAKE ITEMS 8A & 8D OUT OF ORDER. MOTION CARRIED.****Eighth order of business:** New Business

A. Carmen Winkleman, R&R Insurance, re: Life Insurance Policy Renewal

Ms. Winkelman provided a summary of the current policy and reviewed premium options and coverages of other plans. The Town Board requested that Ms. Winkleman look at different carriers for "ER paid" and "gross up" terms targeting the \$2500.00 range.

- D. John Siepman, Siepman Realty, Re: Consideration and possible action on the following related to the Summerhill West Subdivision:
- a. Acceptance of the public road

Engineer Barbeau stated that Millridge Road consists of 8 lots. Highway Superintendent Roberts is in full agreement to accept the road "as is". Engineer Barbeau is recommending approval of the resolution to accept Millridge Road as a public road.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO ADOPT THE RESOLUTION STATING THAT MILLRIDGE ROAD, WHICH IS PART OF THE SUMMERHILL WEST SUBDIVISION, IS HEREBY ACCEPTED BY THE TOWN OF DELAFIELD. MOTION CARRIED.

- b. Letter of credit reduction

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO APPROVE REDUCTION IN THE LETTER OF CREDIT TO \$0. MOTION CARRIED.

B. Consideration and possible action on seeking RFP's for Attorney services

Mr. Troy stated that the subject RFP was modeled by gathering information from surrounding neighborhoods and is open for discussion. Our current situation is that the Town does not have a contract for legal services. The proposed RFP calls for a 3-year contract and reserves the right to offer an additional two-year renewal. It lays out general information of the Town, scope of services, proposal requirements and selection process. Mr. Troy suggested that a committee be formed to review proposals. The Town Board requested that he modify the document to specify general Town services. Written proposals will be accepted within 3 weeks of posting, and the oral interview process will commence within 30 days of receipt of proposal.

C. Discussion re: Town Hall Hours of Operation (tabled 8/22/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO MODIFY THE HOURS OF OPERATION FOR THE TOWN HALL TO 8:00 A.M. – 4:00 P.M. MONDAY THRU FRIDAY AND REMAIN OPEN DURING LUNCH. MOTION CARRIED.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TAKE ITEM 8E OUT OF ORDER. MOTION CARRIED.

- E. Elizabeth Riemer and Larry and Judy Sheets, owners, Bill Zach Developer, Re: Consideration and possible action on the Plan Commission's recommendation for approval of a Planned Unit Development Conditional Use Permit for the White Oak Conservancy subdivision located at the southwest corner of Cushing Park Road and Abitz Road

Chairman Krause stated that the Plan Commission unanimously approved the subject Conditional Use Permit. Engineer Barbeau presented information on 7 items of consideration for approval of a PUD. The developer has met 6 of the items. He stated that Item 7 will be met in the future, as it is not customary to record the deed restrictions until the final plat is recorded. Chairman Krause recommended approval conditioned upon final approval by legal counsel and staff.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO APPROVE THE CONDITIONAL USE PERMIT FOR THE DEVELOPMENT OF A 30-LOT SINGLE FAMILY SUBDIVISION CONDITIONED UPON FINAL APPROVAL BY LEGAL COUNSEL AND STAFF. MOTION CARRIED.

- C. Approval of Ordinance regarding the repeal of chapter 9.14 (1) of the Town Code related to building separation

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE AN ORDINANCE TO REPEAL SECTION 9.14(1) OF THE TOWN OF DELAFIELD MUNICIPAL CODE RELATED TO MINIMUM STANDARDS FOR LOT SEPARATION. MOTION CARRIED.

- F. Janet Pfeiffer and Patricia Wilson, owners, Re: Consideration and possible action on the following for two adjacent parcels located at the southeast corner of Northview Road and Cherry Lane:
- a. Approval of a Certified Survey Map for the reconfiguration of two parcels
 - b. Approval of a lot not abutting a public road
 - c. Acceptance of a private driveway easement agreement

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE CERTIFIED SURVEY FOR THE RECONFIGURATION OF TWO PARCELS, APPROVAL OF A LOT NOT ABUTTING A PUBLIC ROAD AND ACCEPTANCE OF A PRIVATE DRIVEWAY EASEMENT AGREEMENT FOR TWO ADJACENT PARCELS LOCATED AT THE SOUTHEAST CORNER OF NORTHVIEW ROAD AND CHERRY LANE SUBJECT TO FINAL STAFF REVIEW. MOTION CARRIED.

- G. Consideration and possible action on sale of lawn mower

Mr. Cooley stated that the Town was offered \$1000 to purchase the original park mower.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. VAN HORN TO SELL THE LAWN MOWER FOR \$1000.00. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning items

- A. Next Park and Recreation Commission Meeting – September 13
- B. Budget Workshop – Wednesday, September 20 @ 6:30 p.m. (Town Hall)

- C. Next Town Board Meeting – September 26
- D. Budget Workshop – Wednesday, September 27 @ 6:30 p.m. (Town Hall)
- E. Next Plan Commission Meeting – October 3
- F. WI Towns Association Annual Convention – October 8 – 10
- G. Budget Workshop – Wednesday, October 11 @ 6:30 p.m. (Town Hall)
- H. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton

Tenth Order of business: Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 8:27 P.M.
MOTION CARRIED.**

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: September 26, 2017